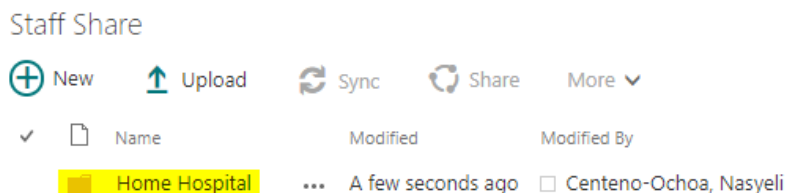


SharePoint Home Hospital

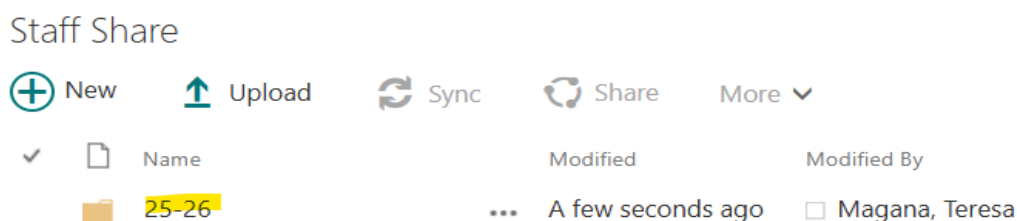
Log Process

Home Hospital Teacher(s)/Counselor will turn in a copy of the weekly home hospital log to office. All logs must be scanned and uploaded to SharePoint Home Hospital file by end of the day on **Friday**.

- **STEP 1:** In the Schools Staff SharePoint site, create a folder called "Home Hospital".



- **STEP 2:** Within the Home Hospital folder, create a subfolder for the current school year.
 - **Example:** 25-26



- **STEP 3:** Within the current school year folder, create a student folder and label it with students last name and first name.
 - **Example:** Mouse, Minnie



- **STEP 4:** Logs should be labeled by log dates written within the log.
 - **Example:** 08-11-25 to 08-15-25



If you have any questions, please contact:

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Student Enrollment & Records

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